

Comparisons of Job Characteristics

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Office Clerks, General (43-9061)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 98

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Office Clerks, General (43-9061)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	20.8	21.6	0 Current knowledge level may be sufficient
Customer and Personal Service	11.3	14.7	11.5	<< Extensive education and/or training may be required
English Language	11.2	11.9	11.7	0 Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 96

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Office Clerks, General (43-9061)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Active Listening	11.0	11.5	13.6	> Skill level is likely sufficient
Reading Comprehension	10.7	11.5	13.3	> Skill level is likely sufficient
Service Orientation	7.9	8.7	12.5	>> Skill level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 96

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Office Clerks, General (43-9061)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Speech Clarity	10.2	10.7	11.5	0	Current ability level may be sufficient
Speech Recognition	9.9	10.3	12.8	>	Current ability level is likely sufficient
Written Expression	9.8	9.8	12.2	>	Current ability level is likely sufficient
Number Facility	6.3	7.1	6.4	<	Some improvement in abilities may be required
Mathematical Reasoning	6.3	6.7	6.6	0	Current ability level may be sufficient
Memorization	5.6	5.8	7.5	>	Current ability level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 77

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: Office Clerks, General (43-9061)

Work Activities	Exclusivity of Activity
Answer customer or public inquiries	41
Arrange teleconference calls	78
Maintain records, reports, or files	5
Schedule meetings or appointments	68
Select software for clerical activities	85
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Use word processing or desktop publishing software	17
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 87

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)
Associated Occupation: Office Clerks, General (43-9061)

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6

Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.